



DENTIST

Characteristics of Work

Under the general direction of an administrative director, the incumbent provides professional dental services and administrative duties in general or specific health activities for hospitals, public or mental health, institutional, rehabilitation, or various health related agencies; performs related duties as assigned.

Examples of Work

Examples of work performed in this classification include, but are not limited to, the following:

Performs clinical examinations.

Reviews dental and medical histories.

Performs radiographs.

Performs biopsies.

Refers patients to specialists for diagnosis.

Performs dental restorations using clinically indicated materials.

Prescribes and uses appropriate medications.

Surgically removes oral lesions.

Extracts teeth by simple extraction or surgical extraction.

Performs periodontal surgery.

Performs root canal therapy.

Refers patients to appropriate specialist for treatment.

Places dental sealants.

Instructs patients and care-giving staff on oral hygiene.

Makes dietary recommendations.

Counsels patients about tobacco use.

Maintains each patient on appropriate dental hygiene recall.

Ensures competency of each staff in their area of training.

Ensures proper documentation of treatment by each dental staff member.

Ensures compliance of each dental staff member with facility-required training and in-services.

Ensures each dental staff member maintains appropriate licensure and follows policies and procedures.

Completes annual performance appraisals and other documents related to job performance.

Validates employee's work schedule.

Supervises dental scaling and prophylaxis performed by dental hygienists.

Documents treatment according to the policies and procedures of facility.

Supervises the purchasing of necessary supplies to operate the dental clinic within the budget.

Participates in the medical staff of the facility and any other committees as required by the facility.

Maintains dental license, DEA number and required continuing dental education as specified by the facility and State Dental Board.

Performs related or similar duties as required or assigned.

Essential Functions

Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:

1. Identifies and diagnoses diseases involving the hard and soft tissues of the oral cavity.
2. Treats diseases involving the hard and soft tissues of the oral cavity.
3. Prevents dental diseases.
4. Supervises dental assistants, dental hygienists, and other dental department staff.
5. Performs administrative duties as required.

Minimum Qualifications

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective

devices may be used to meet physical requirements. These are typical requirements; however, reasonable accommodations may be possible.

Light Work: May frequently walk or stand and/or frequently exert force equivalent to lifting up to approximately 10 pounds and/or occasionally exert force equivalent to lifting up to approximately 20 pounds.

Vision: Requires the ability to perceive the nature of objects by the eye.

Near Acuity: Clarity of vision at 20 inches or less.

Midrange: Clarity of vision at distances of more than 20 inches and less than 20 feet.

Field of Vision: Ability to observe an area up or down, left or right while eyes are fixed on a given point.

Depth Perception: Three-dimensional vision. Ability to judge distance and space relationships so as to see objects where and as they actually are.

Accommodation: Ability to adjust focus.

Color Vision: Ability to identify colors.

Speaking/Hearing: Ability to give and receive information through speaking and listening skills.

Motor Coordination: While performing the duties of this job, the incumbent is regularly required to sit; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The incumbent is frequently required to stand; and walk. The incumbent is occasionally required to climb or balance; and stoop, kneel, crouch, or bend.

Experience/Educational Requirements:

Education:

Degree from a school of dentistry. (DDS or DMD)

AND

Certification, Licensure, and/or Registration:

Licensed to practice dentistry in the State of Mississippi.

Registration number from the DEA.

Required Documentation:

Applicant must attach a copy of his/her permanent license, copy of his/her degree, and DEA registration to practice dentistry in the State of Mississippi.

Interview Requirements

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.